



RESIDENCY DETERMINATION WORKSHEET for Professional Student Exchange Program

Send completed form to:

Office of the State Board of Education
P.O. Box 83720
Boise, Idaho 83720-0037

Approved: _____ Denied: _____
Date: _____ Evaluator: _____

STUDENT NAME: _____ Date: _____
Last First Middle

STUDENT SS/ID NUMBER: _____

Term for which worksheet submitted: ☐ Fall, 20____ ☐ Spring, 20____ ☐ Summer, 20____

Person completing worksheet Relationship
(if not student): _____ to student: _____

Reason for completing for student: _____

PLEASE READ BEFORE COMPLETING

I certify that by my notarized signature on page 4 the statements made by me in this worksheet are true, complete, and correct to the best of my knowledge. I understand that any material misrepresentation or omission from this worksheet may be grounds for institutional action which may affect my status as a student.

Students who wish to be considered for resident fees are expected to read the Idaho Residency Law, complete this worksheet, and submit required documentation to the appropriate office.

If additional space is required, attach a separate sheet. Additional documents may be requested from the student, parent, legal guardian, or spouse to support this worksheet. Once signed, notarized, and received by the institution, this worksheet and accompanying documentation become an official document on which questions of residency are resolved. This document will not be returned to the student. **Please review your responses carefully before the document is signed and notarized.**

DEADLINE: Qualifications for residency must be met **prior to the opening day of the semester** for which the reclassification is sought. All worksheets and required documentation must be **submitted by the 10th day** of the semester in which reclassification is sought. Failure to provide required documentation with the worksheet will result in denial of residency.

Complete Part I, mark the applicable box(es) in PART II, answer the appropriate questions in PART III and/or PART IV, attach the required documentation, and have the appropriate signature notarized.

PART I: PLEASE PRINT OR TYPE

Present Address: _____
number & street city state zip area code phone

Permanent Address: _____
number & street city state zip area code phone

Citizenship: ☐ USA ☐ Other

If citizenship is "other" provide copies of relevant Immigration documents including but not limited to your visa. **Attach copy of Permanent Resident Card or US Citizenship and Immigration Services Approval Notice.**

If citizenship is "other," answer the following questions: Country of citizenship: _____

Visa type: _____ Alien registration number: A - _____ Other: _____

Have you received financial assistance provided by a state other than Idaho to attend an institution within Idaho? ☐ Yes ☐ No

If yes, what were the dates (month/day/year) and types of assistance? From: _____ To: _____
From: _____ To: _____

Have you received WUE (Western Undergraduate Exchange) non-resident tuition assistance? ☐ Yes ☐ No

If yes, what were the dates (month/day/year) of assistance? From: _____ To: _____

PART II: Idaho residency status may be determined by one or more of the following (A through J). Please check **all** boxes that are applicable to you and fill in the blanks below the checked box(es).

- ☐ **A.** One or more of my parents/legal guardians or spouse's parents is domiciled in Idaho and has maintained a bona fide domicile in Idaho for at least 12 months prior to the opening day of the school term which I plan to enroll **AND** I receive at least 50% of my financial support from my parents/legal guardians. **Parents/legal guardians must complete PART III and/or PART IV.**

Check one: ☐ Parent(s) ☐ Legal Guardian(s)

Name(s) of parent(s)/legal guardian(s) residing in Idaho: _____

Physically resided in Idaho since: _____
month/day/year

Permanent Address: _____
number & street city state zip

- ☐ **B.** I receive **LESS THAN** 50% of my financial support from parents/legal guardians. I have continuously resided and maintained a bona fide domicile in Idaho for purposes other than education for at least 12 months prior to the opening day of the term at this institution. **Student must complete PART III and/or PART IV.**

- ☐ **C.** I am or will be a graduate of an accredited Idaho high school and I will attend this institution during the term immediately following high school graduation.

Accredited Idaho high school from which I graduated: _____

Graduation date: _____
month/year

- ☐ **D.** I am married to an Idaho resident. My spouse is a resident of _____ County. **Attach a copy of your marriage certificate and have your spouse complete an Idaho Residency Determination Worksheet.**

Name of your spouse who is an Idaho resident: _____

Is your spouse a student at this university/college? ☐ Yes ☐ No If yes, spouse's ID#: _____

- ☐ **E.** I or my spouse is a member of the Armed Forces stationed in Idaho on military orders. I or my spouse is stationed in _____ County. **Attach a copy of the orders assigning you in Idaho and attach a copy of your marriage certificate (if your spouse is stationed in Idaho on military orders).**

- ☐ **F.** I am an officer or an enlisted member of the Idaho National Guard. **Attach a copy of your orders assigning you to the Idaho National Guard.**

- ☐ **G.** One or more of my parents/legal guardians, from whom I receive 50% or more of my support, is a member of the Armed Forces stationed in Idaho. They are stationed in _____ County. **Attach a copy of orders assigning one or both parents in Idaho, and attach a copy of your dependant military ID card.**

Check one: ☐ Parent(s) ☐ Legal Guardian(s) Percentage of support provided: _____

Location where parent(s) or legal guardian(s) is presently stationed with the Armed Forces: _____

Date of assignment: _____
month/day/year

- ☐ **H.** I have been separated under honorable conditions from the Armed Forces after at least two years of service. At the time of separation, I designated the State of Idaho as my intended domicile or indicated Idaho as my home of record, and I am entering this institution within one year of the date of separation. **Attach a copy of your DD214.**

- ☐ **I.** I have been away from the State of Idaho for a period of less than 30 months. I have not established legal residence elsewhere. I was a resident of the State of Idaho for a continuous 12-month period immediately prior to departure. **Please answer the following three questions (continues to next page).**

1. Give dates and reasons for absence from the State of Idaho:

Dates (month/day/year)		Reasons:
From: _____	To: _____	_____
From: _____	To: _____	_____

2. Give dates, reason(s) you qualified as a resident prior to leaving the State of Idaho:

Dates (month/day/year)		Reasons:
From: _____	To: _____	_____
From: _____	To: _____	_____

PART II continued

3. Do you certify that you have **not** established legal residence in a state other than Idaho in the time that you have been gone?

☐ Yes ☐ No

- ☐ **J.** I am a member of one of the following Idaho Native American Indian tribes: Coeur d'Alene, Shoshone-Paiute, Nez Perce, Shoshone-Bannock, Kootenai. **Attach a copy of your tribal membership papers.**

PART III: The following questions **are to be answered by the person(s) for which residency is to be based** (i.e., student, spouse, parent/legal guardian as applicable). If you answer **yes** to the following questions and can provide appropriate documentation, please proceed to NOTARIZATION. If not, please answer the questions in PART IV.

I am the: ☐ Student ☐ Student's spouse ☐ Student's parent ☐ Student's legal guardian

1. Have you filed an **Idaho** state income tax return? ☐ Yes ☐ No **If yes, provide the following information and attach a copy of your Idaho state tax return:**

Filed as: ☐ Full-year resident ☐ Part-year resident ☐ Non-resident

Tax Year

Date Filed (month/day/year)

Address given on tax form

2. Have you maintained permanent, full-time employment in Idaho? ☐ Yes ☐ No

List your employment for the previous 12 months. **Attach documentation from your employer(s) stating the average number of hours you worked per week.**

Dates (month/year)	Employer	City & State	Hours/wk
From: _____ To: _____	_____	_____	_____
From: _____ To: _____	_____	_____	_____
From: _____ To: _____	_____	_____	_____
From: _____ To: _____	_____	_____	_____

3. **STUDENT ONLY:** Do you own your own living quarters in Idaho? ☐ Yes ☐ No **If yes, attach documentation verifying ownership.**

_____ Date Purchased: _____
number & street city state zip month/day/year

PART IV: The following questions **are to be answered by the person(s) for which residency is to be based** (i.e., student, spouse, parent/legal guardian as applicable).

1. **STUDENT ONLY:** What percentage of financial support do you receive from your parent(s)/legal guardian(s)? _____

If your parent(s)/legal guardian(s) provide **ANY** of your support, please list their state of residence: _____

2. Are your parents citizens of the United States? ☐ Yes ☐ No **If no, complete this section and attach a copy (front and back) of your resident card, visa, and/or refugee stamp in your passport.**

Country of citizenship: _____

Legal Permanent/Temporary Resident: _____ Refugee Status: _____

Visa Status: _____ Type of Visa: _____

3. Date on which you arrived in Idaho to establish a bona fide domicile: _____
month/day/year

4. List your purposes for being in Idaho: _____

5. Do you own any motor vehicle(s), mobile home(s), trailer(s), boat(s), etc.? ☐ Yes ☐ No **Attach copy(ies) of Idaho vehicle registration(s).**

6. Are you currently registered to vote? ☐ Yes ☐ No **Attach documentation of your voter registration.**

Date Registered _____ City _____ State _____ Date Voted _____
month/day/year month/day/year

PART IV continued

7. Do you hold a Driver's License/State ID Card? ☐ Yes ☐ No **If yes, attach a copy of your Driver's License/State ID Card.**

State where issued: _____ Original date issued: _____
month/day/year

8. Can you claim domicile in any other state? ☐ Yes ☐ No **If no, attach documentation to provide evidence of abandonment of previous domicile.**

9. Where are your household goods and/or belongings currently located?

_____ number & street city state zip

10. Do you bank at a financial institution in Idaho? ☐ Yes ☐ No **If yes, give name and location of bank and attach documentation from your financial institution.**

Name _____ Address _____

Date account established: _____
month/day/year

11. If you were out of Idaho during the last 12 months, give dates and reasons for your absence.

Dates (month/day/year)		City & State	Purpose
From: _____	To: _____	_____	_____
From: _____	To: _____	_____	_____
From: _____	To: _____	_____	_____

NOTARIZATION: The individual completing this worksheet must sign this section in the presence of a notary. This worksheet cannot be acted upon until notarized. This section is to be completed by a notary public after this form has been filled out.

State of _____

County of _____

The undersigned person, being first duly sworn, deposes and says:

I hereby certify, under the penalty of perjury, that all statements herein are true and correct, and this institution may rely on this information. I full understand that this institution reserves the right to all available remedies in the event such information is not true and correct, including but not limited to the recovery of all fees to which this institution is legally entitled, but which were not collected because of false information stated herein. I further understand that this institution may take any legal action necessary to recover any outstanding financial obligation.

Do not sign this form until *in the presence of a notary public*

Signature of Person Completing Worksheet

Subscribed and sworn to (or affirmed) before me this _____ day of _____,

S _____
E Notary Public
A
L My commission expires: _____